

<b>Event</b> (category):	CIC3*, CIC2*, CCI1*	(Place):	Arville	(NF):	BEL
<b>Date:</b>	28/06/2012 – 01/07/2012				

## I. DENOMINATION OF THE EVENT *(Art. 102, 103, 106 & 503)*

**Status:** CCI\*/CIC\*\*/CIC\*\*\*

**Category:** Seniors

**Level:** 1\* / 2\* / 3\*

**Date: 28/06/2012 – 01/07/2012**

**Place: Arville**

**Country:** Belgium

## II. GENERAL CONDITIONS

The event will be run in accordance with:

- FEI Statutes, 22<sup>nd</sup> Edition, effective 15 April 2007, updates effective 1<sup>st</sup> January 2012
- FEI General Regulations, 23<sup>rd</sup> Edition, 1<sup>st</sup> January 2009, updates effective 1<sup>st</sup> January 2012
- FEI Veterinary Regulations, 12<sup>th</sup> edition effective 5<sup>th</sup> April 2010, updates effective 1<sup>st</sup> January 2012
- FEI Rules for Eventing, 23<sup>rd</sup> Edition, 1<sup>st</sup> January 2009, updated 1<sup>st</sup> January 2012
- 2011 FEI World Cup™ Eventing Rules (if applicable)
- Equine Anti-Doping and Controlled Medication Regulations (EADCMR), 1<sup>st</sup> Edition, effective 5 April 2010, updates effective 1<sup>st</sup> January 2012
- FEI Anti-Doping Rules for Human Athletes (ADRHA), 2<sup>nd</sup> Edition, effective 1<sup>st</sup> January 2009
- All subsequent corrections and modifications as published by the FEI with its provisions taking precedence.

An arbitration procedure is provided for in the FEI "Statutes" and "General Regulations" referred to above. In accordance with this procedure, any appeal against a decision rendered by the FEI or its official bodies is to be settled exclusively by the Court of Arbitration for Sport (CAS) in Lausanne, Switzerland.

It is the responsibility of NFs to ensure their participants are of the correct age and that athletes and horses are registered with the FEI.

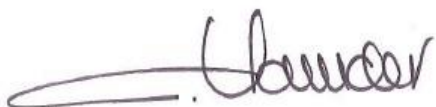
**Please note that some of the provisions mentioned in this schedule are subject to final approval by the FEI General Assembly to be held on 14 November 2011.**

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**Approved by the FEI**

**Lausanne, on 08.05.2012**

**Signature:**



**Catrin Norinder**  
**Director Eventing & Olympic Departments**

Draft schedules and results are to be sent by e-mail to [annelise.moens@fei.org](mailto:annelise.moens@fei.org)

**List of Attachments to Check-List**

- I. Entry Form & Qualification Form
- II. Results Requirements
- III. Stable Security/ Stewarding at international Events
- IV. MCP Forms
- V. IAEJ Guidelines for media operations at Equestrian Events

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- VI. Athlete Coordinator at CCI/CIC – information – sent with approved draft schedule
- VII. TD's compensation form (if applicable) – sent with approved draft schedule
- VIII. Request for qualifications 4/3\* level events (if applicable) – sent with approved draft schedule

The following Code of Conduct was elaborated by the FEI for all people involved in the welfare of competing horses. The purpose is to ensure the health and welfare of horses participating under FEI Rules and Regulations and protecting the good image of the equestrian sport. To achieve the widest possible publicity it must be included in the **Schedules** and it is recommended that it also be included in the **Programmes** of all major international events.

## **THE FEI CODE OF CONDUCT FOR THE WELFARE OF THE HORSE**

The Fédération Equestre Internationale (FEI) expects all those involved in international equestrian sport to adhere to the FEI's Code of Conduct and to acknowledge and accept that at all times the welfare of the horse must be paramount and must never be subordinated to competitive or commercial influences.

1. At all stages during the preparation and training of competition horses, welfare must take precedence over all other demands. This includes good horse management, training methods, farriery and tack, and transportation.
2. Horses and Athletes must be fit, competent and in good health before they are allowed to compete. This encompasses medication use, surgical procedures that threaten welfare or safety, pregnancy in mares and the misuse of aids.
3. Events must not prejudice horse welfare. This involves paying careful attention to the competition areas, ground surfaces, weather conditions, stabling, site safety and fitness of the horse for onward travel after the event.
4. Every effort must be made to ensure that horses receive proper attention after they have competed and that they are treated humanely when their competition careers are over. This covers proper veterinary care, competition injuries, euthanasia and retirement.
- 5. The FEI urges all involved with the sport to attain the highest levels of education in their areas of expertise.**

A full copy of this Code can be obtained from the Fédération Equestre Internationale, Chemin des Délices 9, 1006 Lausanne, Switzerland. Telephone: +41 21 310 47 47. The Code is available in English & French. The Code is also

available on the FEI's website: <http://www.fei.org/about-us/standards>.

### **III. GENERAL INFORMATION**

#### **1. ORGANISER (*Complete Address*)**

Name: ASBL SOPROCOM

Address: RUE DU PONT DE LA LASNE, 5  
ROSIERES

Postal Code: 1331

Phone: 00 32 2 658 00 53

Fax : 00 32 2 658 00 51

Email: arville@soprocom.be

Website: www.arville.be

#### **2. ORGANISING COMMITTEE AND SHOW GROUND DETAILS**

**Press Officer: Cedric Alvado**

Email: c.alvado@soprocom.be

**Show Secretary: Martine Eggerickx**

Email: martine.eggerickx@gmail.com

#### **3. EVENT DIRECTOR**

**Name: Barbara de Liedekerke**

Email: Barbara@soprocom.be

Phone: 00 32 475 28 20 05

#### **4. SPONSORS**

Institutionnels: L'ADEPS  
Ministre des Sports  
La Ville de Namur  
Ministre de l'Agriculture  
Communes de Gesves et Assesse

Commerciaux: La Biere de Chimay  
Viktory Stal  
Burco Belgium  
Burco America

## **IV. OFFICIALS**

### **1. GROUND JURY**

#### **CIC\*\*\***

President : Alain JAMES (France) - CIC3\*

Member : Monique DE PESSEMIER (Belgique)- CIC3\*

#### **CIC\*\***

President : Nathalie CARRIERE (France) - CIC2\*

Member : Frans LAURIJSSSEN (Belgique) – National - CIC2\*

#### **CCI\***

President : Michel VAN GERWEN (Belgique) – CCI1\*

Member : Laurence VAN DOORSLAER DE TEN RYEN (Belgique) - National – CCI1\*

JURY CSO CIC\*\*\*: Nicole DEMOLIN (Belgique)

### **2. TECHNICAL DELEGATE**

#### **1. TECHNICAL DELEGATE**

Name: Tom RYCKEWAERT (Belgique) – CIC3\*/CIC2\*

Email: tom.ryckewaert@bloso.be

Name: Gerd HOUBEN (Belgique) – National – CCI1\*

Email:gerd.houben@telenet.be

#### **2. ASSISTANT TECHNICAL DELEGATE**

Name Tom RYCKEWAERT (Belgique) – CCI1\*

Name: Gerd HOUBEN (Belgique) – CIC3\*/CIC2\*

### **3. COURSE DESIGNER**

Name: Thierry TOUZAIN (France) - CIC3\*/CIC2\*/CCI1\*

Email: thierrytouzaint@gmail.com

#### **1. JUMPING COURSE DESIGNER**

Name: Pierrot DELCOURT (Belgique)

### **4. CHIEF STEWARD**

Name: Michel Mombers (Belgique)

Email: mmombers@skynet.be

#### **Assistant Stewards:**

Name; Philippe MAQUET (Belgique)

Name: Giovanni VAN DE PUTTE (Belgique)

### **5. VETERINARY COMMISSION**

#### **1. DELEGATE & ASSOCIATE MEMBER**

Veterinary Delegate: Marc BUCHET (Belgique) – International - CIC3\*/CIC2\*/CCI1\*  
Associate Member:

## 6. APPEAL COMMITTEE

N/A

## 7. EVENT TREATING VETERINARIAN

Name: Dr Eline Remacle, Belgium  
Address: Route de Hannut 303, 5021 Boninne  
Phone Number : 00 32 496 47 42 17

## 8. DOCTOR/ MEDICAL SERVICE

Name: Marc VANDERMAST Phone Number: 00 31 6 204 121 45

## 9. FARRIER

Name: Sven BILSTEIN Phone Number: 00 32 475 981 742

# V. TECHNICAL CONDITIONS

## 1. OVERALL TIMETABLE

### CCI1\*

- Opening of stables:
- Official Course Inspection:
- 1<sup>st</sup> Horse Inspection:
- Declaration of Starters:
- 1st Start – Dressage:
- 1st Start - Cross-Country:
- 2<sup>nd</sup> Horse Inspection:
- 1st Start – Jumping:
- Prize-giving:

Date	Time
27/06/2012	11 am
27/06/2012	5 pm
28/06/2012	8 am
28/06/2012	9.30 am
28/06/2012	11 am
30/06/2012	9 am
01/07/2012	8 am
01/07/2012	10 am
01/07/2012	12 am

### CIC2\*

- Opening of stables:
- Official Course Inspection:
- Declaration of Starters:
- 1st Start – Dressage:
- 1st Start - Cross-Country:
- 2<sup>nd</sup> Horse Inspection:

27/06/2012	11 am
28/06/2012	8.30 am
28/06/2012	9 am
28/06/2012	11 am
30/06/2012	3.15 pm
01/07/2012	10 am

- 1st Start – Jumping:
- Prize-giving:

01/07/2012	1 pm
01/07/2012	3 pm

**CIC3\***

- Opening of stables:
- Official Course Inspection:
- Declaration of Starters:
- 1st Start – Dressage:
- 1st Start - Cross-Country:
- 2<sup>nd</sup> Horse Inspection:
- 1st Start – Jumping:
- Prize-giving:

27/06/2012	11 am
29/06/2012	9.30 am
29/06/2012	10 am
29/06/2012	2 pm
30/06/2012	1.30 pm
01/07/2012	11.30 am
01/07/2012	4 pm
01/07/2012	5.15 pm

**2. VENUE****a. TYPE OF GROUND**

<b>DRESSAGE</b>	<b>Grass</b>
<b>CROSS COUNTRY</b>	<b>Grass and woods</b>
<b>JUMPING</b>	<b>Grass</b> <b>Size of arena: 70*90m</b>

**b. STABLES:**

Size of boxes 3m x 3m (minimum 3m x 3m) On arrival the boxes will be delivered with straw bale. Thereafter the renewal of straw will be charged at the rider at a reasonable price.

**c. PRIZEGIVING CEREMONY**

Total amount of prizemoney and currency: Euro 19.600

**VI. PARTICIPATION / INVITATIONS**

One groom per athlete

Number of NFs invited	unlimited
Number of athletes from the host nation	unlimited
Number of athletes per NF	unlimited
Number of horses per athlete	3 horses by level / rider
Ballot procedure in case of excessive entries. Must be specified	3 horses by level / rider

**VII. ENTRIES**

## 1. REGISTRATION OF ATHLETES & HORSES

(Athletes are entered by the Organising Committee through their NF.(Art. 115.1 will apply) All entries must include first name, last name and FEI ID of rider as well as full name and FEI ID of the horse.

**All athletes and horses participating in any International competition must be registered with the FEI. Any athlete and/or horse who is not registered with the FEI (at the start of the event) shall be automatically disqualified.**

## 2. QUALIFICATIONS

Each NF must certify the qualification of each horse and athlete and list the competitions which enabled horse and athlete to qualify, according to the qualification procedure established for each star level. Please include the relevant procedure according to level of event in schedule (refer to Part B attached and Rules for Eventing Art. 506).

### Minimum Age Limitation:

	RIDERS	HORSES
<b>CIC 1*</b>	14	5
<b>CIC 2*</b>	16	5
<b>CIC 3*</b>	18	6
<b>CCI 1*</b>	14	6
<b>CCI 2*</b>	16	6
<b>CCI 3*/4* CH3*</b>	18	7
<b>CHS 1*/2*</b>	18	6
<b>CHs 4*</b>	18	8

## 3. DEADLINES

a. **CCI / CIC / CCIO –Closing Date for entries is established by the OC (Art. 510.1)**

Entry Closing	18/06/2012
Entry fee:	CIC3*: 350 euros CIC2*: 310 euros CCI1*: 280 euros
Details Entry procedure fee / payment	IBAN BE61 0014 7506 1317 BIC GEBABEBB <b>No cheques will be accepted</b> 50% of the total amount of the entry fee must accompany the definite entries (18/6/2012). Entries will not be accepted without this payment. The difference will be paid in Arville upon arrival only by cash N.B. ANY COMPETITORS WHO WISH TO Withdraw from the competition must do so before 12.00 noon, Monday 25 June 2012. Any

	competitors who withdraw after this date without a valid certified reason will be liable to pay the 50% of entry fee . Any riders who withdraw from the competition without informing the Organizing Committee will be liable to pay the entire entry fee
Entries to be sent to:	<a href="mailto:arville@soprocom.be">arville@soprocom.be</a> Fax: 00322658 00 51
Refund procedure if rider/horse cannot compete : (presentation of certificate)	No refund after the 25/06/2012

**b. ADDITIONAL FEES/CHARGES BY OC:**

Electricity: 20euros  
 Manure disposal: 10 euros  
 Hay:  
 Straw : 5euros  
 Shavings: 12euros  
 Other: tack room: 100euros

## **VIII. FACILITIES OFFERED**

### **1. ATHLETES**

Hotel:

A lists of hotels is to find on [www.arville.be](http://www.arville.be) at athlete expense

Meals: these can be purchased at the show ground at the competitors" expense

### **2. GROOMS**

there is no availability of rooms at the show ground.

### **3. HORSES / PONIES**

Transport expenses to be paid by the athlete.

### **4. WELCOME**

The time and date of arrival of athletes and horses and their means of transport must be given to the OC in order to facilitate them on arrival.

### **5. LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOWGROUNDS**

## **IX. ADVERTISING & PUBLICITY ON ATHLETES & HORSES**

The athletes are authorised to carry the logo of their personal sponsor in accordance with Art. 135.1 & .2 (compulsory for all events).

Yes



## **X. INSURANCES/ MEDICAL CARD/ ADDITIONAL INFORMATION**

### **1. EVENTING MEDICAL CARD (Annex 7 "Rules for Eventing")**

OCs must draw the attention of all competitors that they must carry readily accessible on themselves a medical card for the Cross-Country Test. Armbands must be checked by the OC upon arrival to the competition by the athletes and checked by the Official Doctor and the Technical Delegate for accurate information.

### **2. INSURANCES**

Details pertaining to insurance of competitors, horses, etc

Responsibility of OC for damages, fire, theft, etc

The following is to be published **in verbatim** in all schedules:

"All owners and competitors are personally responsible for damages to third parties caused by themselves, their employees, their agents or their horses. They are therefore strongly advised to take out a third-party insurance providing full coverage for participation in equestrian events at home and abroad and to keep the policy up to date".

### **3. ENTRY RIGHT TO SHOWGROUNDS**

OC to include details concerning right of entry to show-grounds of owners, grooms, athletes, other persons.

### **4. Protests (Art. 163, 167)**

All protests to be valid must be made in writing and accompanied by a deposit of CHF 150 or equivalent.

### **5. EVENT'S ORGANISATION (Art. 109 & 110)**

The OC reserves the right to modify the schedule in order to clarify any matters or matters arising from an omission or due to unforeseen circumstances. All modifications made to the schedule must have the approval of the FEI Secretary General.

OCs of International Events must inform the FEI and NFs whose teams or individuals have taken part, of the results and prize money paid to each placed Athlete and team, within five (5) days following the Event, unless otherwise specified for qualification and ranking reasons as communicated by the FEI. Any result must be provided to the FEI in a format specified by the FEI in the approved schedule. Failure from OCs of International Events to provide the FEI with the appropriate result(s) and/or prize money information by the aforesaid deadline and/or in the aforesaid format shall entail a warning for the first violation and thereafter a fine of CHF 1,000.- per violation.

### **6. Disputes**

In the event of any discussion concerning the interpretation of the schedule (in translated languages), the English version will be decisive.

### **7. RESULTS**

In order to proceed with the results publication and for qualification purposes the FEI requires results to be sent in immediately after the conclusion of the event.

Results are to be sent by e-mail to [annelise.moens@fei.org](mailto:annelise.moens@fei.org), in the proper Excel file immediately after the event. Please refer to compulsory format for CCIs and CICs ; the file can be downloaded using the following link: <http://www.fei.org/disciplines/officials-organisers/organisers/eventing/results-forms>

All results must include FEI Passport Registration number of horses and FEI ID numbers of Riders.

**All athletes who have not completed the event must appear on the results**

## **XI. VETERINARY MATTERS**

### **1. CUSTOM FORMALITIES**

Details of required customs documents, border crossing points, times of opening and customs agencies.

NFs holding an international event in their country should inform their National Veterinary Authority and their Customs Authority at least four weeks beforehand. They should request every facility to assist the movement of horses accompanied by FEI Passports, and the necessary veterinary certification at frontier crossing points into and out of their countries. (Vet. Regs. Art. 1004.2)

Name of horse transport company representing the OC:

Full address/ Phone /Telefax/E-mail:

### **2. HEALTH REQUIREMENTS FOR THE ENTRY OF HORSES**

Details on compulsory health tests and, where applicable, quarantine, etc.

Please annex specimen import licences (for Laboratory Health Tests), which will be applied to horses attending this event. In case of doubts or problems, please contact the FEI Veterinary Department as soon as possible.

#### **1. PASSPORTS**

VETERINARY REGULATIONS, 12<sup>th</sup> Edition, effective 5<sup>th</sup> April 2010, updates effective 1<sup>st</sup> January 2011 (see website [www.fei.org](http://www.fei.org))

#### VETERINARY EXAMINATIONS, HORSE INSPECTIONS & PASSPORT CONTROLS

These will be carried out in accordance with the "Veterinary Regulations", Art. 1011 & the discipline rules.

**"General Regulations", 23<sup>rd</sup> Edition, effective 1st January 2009, updates effective 1<sup>st</sup> January 2011 will apply:**

##### **1.1.1 Art. 137.1**

Every horse entered for any competition at CNs or CIMs (see Appendix E) in a country other than the country of the Horse's nationality and all Horses entered for other CIs, CIOs, FEI Championships, Regional, Olympic Games and Paralympic Games, whether at home or away from the country of its nationality (see GRs 139.2), must have an official, valid FEI passport, or a national passport approved by the FEI and accompanied by an FEI Recognition Card and, when applicable, an FEI registration number, as a means of identification and to establish ownership. In the case of horses permanently resident in a member state of the European Union, all horses must have an acceptable National EU approved passport in compliance with regulation (EC) No 504/2008, to which an FEI recognition is applied. The exception to the latter being the possession of AM FEI passport which has been continually revalidated without any interruption.

##### **3.1.1 Art. 137.1**

Every horse entered for any competition at CNs or CIMs (see Appendix E) in a country other than the country of the Horse's nationality and all Horses entered for other CIs, CIOs, FEI Championships, Regional, Olympic Games and Paralympic Games, whether at home or away from the country of its nationality (see GRs 139.2), must have an official,

valid FEI passport, or a national passport approved by the FEI and accompanied by an FEI Recognition Card and, when applicable, an FEI registration number, as a means of identification and to establish ownership. In the case of horses permanently resident in a member state of the European Union, all horses must have an acceptable National EU approved passport in compliance with regulation (EC) No 504/2008, to which an FEI recognition is applied. The exception to the latter being the possession of AM FEI passport which has been continually revalidated without any interruption.

### **3.1.2 Art. 137.2**

Horses taking part in CNs and CIMs (see Appendix E) (*and in CSIP and CSIch-A*) in their country of nationality are not required to have such a passport as is mentioned in paragraph 1. All such horses must be properly registered with the FEI and identifiable and, unless there is no national requirement for equine influenza vaccination in the host country and in the country of origin all horses must have a valid vaccination certificate. All horses permanently resident within a member state of the European Union, must have as minimum a suitable national EU approved passport in compliance with regulation (EC) No 504/2008.

- 3.1.3 All FEI and/or national passports must include the full name, address and signature of the Owner as registered by the NF. The description of the Horse and the diagram must be accurately completed in order to be acceptable and the FEI and/or national passport, must include a record of all vaccinations and medication control tests. Whenever the name of a Horse with an FEI and/or national passport is changed, or any pertinent changes are made to an FEI and/or National Passport, the NF must notify the FEI.
- 3.1.4 NFs are responsible for issuing FEI passports and FEI Recognition Card for all Horses required to have them and for ensuring that the FEI and/or national passports are correctly completed, as specified in the VRs, prior to being authenticated by the stamp of the NF and the signature of an Official of the NF. IN ALL CASES NFs MUST BE CONTENT THAT THE DESCRIPTION OF THE HORSE MUST BE ACCURATELY COMPLETED TO A SUITABLE STANDARD. NFs must provide the identification page to the FEI for registration. The Person Responsible for a Horse at an Event is responsible for the accuracy of the FEI and/or national passport and for presenting it at the passport control, except for Events with borrowed Horses (Article 111) where it is the responsibility of the host NF
- 3.1.4.2 As of 1 January 2010 the FEI does not issue passports for horses which are statutory subject to the European Union identification requirements laid down in Commission Regulation (EC) No 504/2008. Art. 1010 and Annex XVII, VRs apply to EU Horses documentation procedures. THE EXCEPTION BEING THE REVALIDATION OF AN FEI PASSPORT THAT HAS BEEN CONTINUOUSLY REVALIDATED WITHOUT INTERRUPTION.
- 3.1.5 A Horse may only have one FEI passport or one national passport with an FEI Recognition Card as per paragraph 1 of this Article and one permanent FEI number. If an NF is satisfied that an FEI and/or national passport has been lost or if any section of the FEI and/or national passport is full, it may issue an FEI and/or national passport clearly marked "duplicate" and bearing the same number as the original FEI passport. The issue of a duplicate FEI and/or national passport must be reported to the FEI (see VRs). General Regulations, 23rd edition, 1 January 2009, updates effective 1 January 2011 39
- 3.1.6 OCs must arrange for each Horse to be positively identified at the passport control during the examination on arrival, in accordance with the VRs. Any case of misleading or inaccurate information in an FEI and/or national passport, or if the Horse cannot be positively identified, must be reported to the President of the Appeal Committee, who must report the case to the FEI, giving the number of the FEI and/or national passport with the FEI Recognition Card and the name of the Horse.
- 3.1.7 All Horses taking part in FEI Events must be registered with the FEI.

## Passport Requirement:

<b>Event's Category</b>	<b>FEI Passport and / or Recognition Card</b>
National Events (CN)	Not compulsory
CIM : CCI 1* / 2* CIC 1* / 2*	Not compulsory for Horses from the host Nation – Compulsory for Horses from the invited Nations
CCI 3* / 4* CIC 3* CHs/ Games of all levels	Compulsory

**1. VACCINATIONS**

**EQUINE INFLUENZA VACCINATION, VET. REGS. ANNEX VI** (except events taking place in NZL & AUS)

From 1 January 2005 onwards, influenza vaccination for all Horses competing in FEI competitions requires a vaccination within six months + 21 days of the competition.

1. All Horses intending to participate in FEI competition must have at least received an initial primary course of two vaccinations, given between 21 and 92 days apart. Thereafter, a third dose (referred to as the first booster) must be given within 7 months after the date of administration of the second primary dose, with at least annual boosters given subsequently (i.e. within one year of the last dose).
2. If the Horse is scheduled to take part in an FEI competition, the last booster must have been given within 6 months + 21 days of arrival at the FEI Event. (The 21-day window has been provided to enable vaccination requirements to fit in with the competition schedule).
3. No vaccination shall be given within 7 days of the day of arrival at the FEI Event.

All Horses that were certified as correctly vaccinated under the previous FEI equine influenza vaccination rule prior to 1<sup>st</sup> January 2005, do not need to start a primary course again provided that they have complied with the previous rule of primary course and annual re- vaccinations and the new rule of a booster vaccination within 6months + 21 days of the day of arrival at the FEI Event.

**4. MEDICATION CONTROL PROGRAMME****a. MEDICATION CONTROL PROGRAMME (GROUP I & II ONLY)**

The Organising Committees of FEI events within Groups I & II are advised to charge competitors the equivalent of CHF 12.50 per horse per event as a contribution towards the costs of the MCP programme.

**b. GROUPS I & II ONLY – MCP CENTRAL LABORATORY UPDATE 1<sup>st</sup> SEPTEMBER 2009**

Under the Medication Control Programme (MCP) in **Groups I and II**, all samples collected in accordance with Vet. Regs. Art. 1016 will be analysed by the **Horseracing Forensic Laboratories (H.F.L) Sport Science, Quotient Bioresearch Limited Newmarket Road Fordham, Cambridgeshire CB7 5WW**. For events other than those listed in Vet. Regs. Art. 1016 or for events other than in Groups I and II, samples may be analysed at an alternative FEI listed laboratory (Vet. Regs. Art. 1021).

**C. SAMPLING PROCEDURE FOR PROHIBITED SUBSTANCES**

Regular sampling is carried out in CCIs 4/3\*, CCIOs, World Cup™ Qualifiers and Finals, Championships and Games, whereas at other CCIs/CICs sampling is recommended. When testing takes place, the number of horses tested is at the discretion of the Testing Veterinarian/Veterinary Delegate; however, a minimum of three is recommended (Vet. Regs. Art. 1016).

Special guidelines are applicable for events covered by the FEI Medication Control Programme (Groups I & II only).

## 5. FEI APPROVED LABORATORY

Details of FEI Approved Laboratory appointed to carry out analyses on samples collected at this event

Name: : **HFL Sport Science**  
Quotient Bioresearch Limited  
Address: Newmarket Road Fordham  
CB7 5WW Cambridgeshire  
UNITED KINGDOM  
Tel.: 0044/1638724220 , Fax 0044/1638724221  
Website : [www.hfl.co.uk](http://www.hfl.co.uk)

## 6. VETERINARY TREATMENT AND DESIGNATED TREATMENT AREAS AT FEI EVENTS:

The 2010 FEI Veterinary Regulations include changes in the approach to the procedure for permitting treatments at FEI events, and introduces a requirement that such treatments must take place in designated treatments areas. Designated treatment areas allocated only for this purpose must be provided at events, but certain treatments as specified below may take place elsewhere by agreement with FEI Veterinary Officials (FEI Veterinary Delegates or members of the FEI Veterinary Commission) i.e. in own stables. These changes also reflect the new approach to the FEI List of Equine Prohibited Substances since 5<sup>th</sup> April 2010 which now contains an exact list of substances that are prohibited under FEI rules. See [www.feicleansport.org](http://www.feicleansport.org). Permission to undertake treatments and the location where they take place, is under the control and the authority of the FEI Veterinary Officials present. The following documentation must be completed when permission to treat is required.

**Equine Therapeutic Use Exemption (ETUE) Form 1 - Authorization for Emergency Treatment (i.e. involving medication containing Prohibited Substances).** This is issued by a FEI Veterinary Official and must also be countersigned by the Ground Jury.

- Treatment generally must take place in allocated designated treatment areas for this purpose unless by special agreement with FEI Veterinary Officials. The only exception to this is a clear emergency, when a retrospective ETUE may be considered, but may not be authorized in all cases
- **Equine Therapeutic Use Exemption (ETUE) Form 2 - Declaration for administration of altrenogest to mares competing in FEI competitions.** This must be submitted before the start of the event. No Ground Jury countersignature is needed.
- Treatment may take place in own stables

**Medication Form 3** - Authorization for the use of Medication not on the list of Prohibited Substances (i.e. rehydration fluids and antibiotics).

For permission to administer these substances by injection, naso-gastric tube or nebulisation (i.e. with saline only) it is necessary to complete Medication Form 3. For other administration methods of such substances not on the Prohibited Substances list i.e. in an oral form, this form is not required.

The form does not need to be countersigned by the President of the Ground Jury.

- Treatment may be required in the designated treatment areas, but in the case of some treatments i.e. intravenous fluids, or lack of sufficient treatment areas agreement may be made for this to be undertaken in own stables
- Agreed treatment areas are required for the supervised activities of Physical Therapists, but such areas for this activity may be the horses own stable.

An agreed treatment area and supervision is not required for simple treatments such as "Ice", water, cold laser, "magnetic therapies", "heated blankets" etc.

Supervision of all such treatments by FEI Officials may take place directly or by requesting to see a copy of the relevant authorization. No treatments may take place without coming under such control and authority except in the case of a clear emergency, when a retrospective authority may be considered, but may not be issued in all cases.

#### **Notes to Organising Committees**

FEI Veterinary delegates are to work with Organizing Committees in advance to ensure that treatment areas are available and fit for purpose. They are also to ensure that stewards are aware of the simple guidance above with regard to when treatments areas and permission forms are required and are not.

Organizing Committees are to also ensure that there are adequately trained stewards who liaise fully with FEI Veterinary Officials to assist with the supervision of treatment areas in order to meet the above criteria. If such stewards are not available the FEI Veterinary officials are to designate individuals that can fulfill such a role. The organizing committee is also responsible for making sure the veterinary officials have an office space with a copy machine close to the FEI stables available to them so as to facilitate the required paperwork process. The FEI Veterinary Delegate is required to make only ETUE 1 available to the Ground Jury. ETUE 1, ETUE 2 and MF 3 are required to be kept by the FEI Veterinary Delegate and referenced in their report to the FEI.

#### **Further Queries on this Information Note**

If you have any further questions please check <http://www.fei.org/Veterinary/veterinary-updates>  
Please feel free to contact [dominique.rochat@fei.org](mailto:dominique.rochat@fei.org) or [veterinary@fei.org](mailto:veterinary@fei.org) for further information. Tel 0041213104747

**Category : CCI****Level : 1\*****COMPETITION ..CCI1\***

**This competition will be in accordance with Rules for Eventing, 23rd Edition 2009,  
updated 1 January 2012,**

**1. Officials****President: Michel Van Gerwen (BEL)****Member: Laurence van Doorslaer de ten Ryen (BEL)****Technical Delegate: Gerd Houben (BEL)****2. Technical Conditions****DRESSAGE TEST**

FEI 2009 1* B
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**CROSS-COUNTRY**

<b>Event</b>	Length	3700 - 4000
	Speed	520m/min
	Approx. number of efforts	30

**JUMPING**

<b>Event</b>	Distance	350m - 450m
	Speed:	350m/min
	Number of efforts:	10-13
	Number of Obstacles:	10-11

**PRIZE – CLASSIFICATION**

<b>Total amount of prize money (currency)</b>	<b>6000 euros + prices in kind</b>
<b>Breakdown per category / placing (1 prize per 4 athletes)</b>	1 <sup>st</sup> 1300 2 <sup>nd</sup> 800 3 <sup>rd</sup> 600 4 <sup>th</sup> 550 5 <sup>th</sup> 400. 6 <sup>th</sup> 350 7 <sup>th</sup> 300 8 <sup>th</sup> 250 9 <sup>th</sup> 200 10 <sup>th</sup> 150 11 <sup>th</sup> 150

	12 <sup>th</sup> 100 . All the following ranked riders will share the total amount of 400 € with a maximum of 50€ per rider.
<b>Other details on PM distribution</b>	The 10 first ranked riders will be expected with their horse for the prize giving ceremony
<b>Tax deduction</b>	<b>18%</b>



**Category : CIC****Level : 2\*****COMPETITION ..CIC2\***

**This competition will be in accordance with Rules for Eventing, 23rd Edition 2009,  
updated 1 January 2012,**

**1. Officials****President: Nathalie Carrière (FRA)****Member: Frans Laurijssen (BEL)****Technical Delegate: Tom Ryckewaert (BEL)****2. Technical Conditions****DRESSAGE TEST**

FEI 2009 2* A
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**CROSS-COUNTRY**

<b>Event</b>	Length	3000 - 3600
	Speed	550m/min
	Approx. number of efforts	31

**JUMPING**

<b>Event</b>	Distance	400m - 500m
	Speed:	350m/min
	Number of efforts:	10-14
	Number of Obstacles:	10-11

**PRIZE – CLASSIFICATION**

<b>Total amount of prize money (currency)</b>	<b>7500 euros + prices in kind</b>
<b>Breakdown per category / placing (1 prize per 4 athletes)</b>	1 <sup>st</sup> 1700 2 <sup>nd</sup> 1200 3 <sup>rd</sup> 800 4 <sup>th</sup> 600 5 <sup>th</sup> 500 6 <sup>th</sup> 450 7 <sup>th</sup> 400 8 <sup>th</sup> 350 9 <sup>th</sup> 300 10 <sup>th</sup> 250 11 <sup>th</sup> 150

	12 <sup>th</sup> 100 . All the following ranked riders will share the total amount of 450 € with a maximum of 75€ per rider.
<b>Other details on PM distribution</b>	The 10 first ranked riders will be expected with their horse for the prize giving ceremony
<b>Tax deduction</b>	<b>18%</b>

**Category : CIC****Level : 3\*****COMPETITION ..CIC3\***

**This competition will be in accordance with Rules for Eventing, 23rd Edition 2009,  
updated 1 January 2012,**

**1. Officials****President: Alain James (FRA)****Member: Monique de Pessemier (BEL)****Technical Delegate: Tom Ryckewaert (BEL)****2. Technical Conditions****DRESSAGE TEST**

FEI 2009 3* B
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**CROSS-COUNTRY**

<b>Event</b>	Length	3400 - 3800
	Speed	570m/min
	Approx. number of efforts	31

**JUMPING**

<b>Event</b>	Distance	450m - 550m
	Speed:	375m/min
	Number of efforts:	11-15
	Number of Obstacles:	10-12

**PRIZE – CLASSIFICATION**

<b>Total amount of prize money (currency)</b>	<b>6750 euros + prices in kind</b>
<b>Breakdown per category / placing (1 prize per 4 athletes)</b>	1 <sup>st</sup> 2100 2 <sup>nd</sup> 1600 3 <sup>rd</sup> 1200 4 <sup>th</sup> 750 5 <sup>th</sup> 500 All the following ranked riders will share the total amount of 600 € with a maximum of 150€ per rider.

<b>Other details on PM distribution</b>	The 10 first ranked riders will be expected with their horse for the prize giving ceremony
<b>Tax deduction</b>	<b>18%</b>

**ENTRY FORM**

**FEDERATION EQUESTRE INTERNATIONALE  
2011 Standard Entry Form/Qualification form**

**Event Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Format:**  CCI /  CIC **Level**  **1\***(one star)  **2\***(two star)  
 **3\***(three star)  **4\***(four star)

**Status:**  Championship  Games  CCIO  World Cup™

**ATHLETE:** *(See separate sheet for qualifications)*

**Full Name:** \_\_\_\_\_ Mr/Mrs/Miss

**FEI Reg No:** \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
 \_\_\_\_\_

Country: \_\_\_\_\_ Post/Zip Code: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Email Address: \_\_\_\_\_

Nationality: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Country of Residence: \_\_\_\_\_ *(for tax purposes)*

Contact Address: \_\_\_\_\_

*(if different from above)*

Country: \_\_\_\_\_ Post/Zip Code: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Email Address: \_\_\_\_\_

**HORSE:** *(See separate sheet for qualifications)*

**Name:** \_\_\_\_\_

**FEI Reg No:** \_\_\_\_\_ **Year of Birth:** \_\_\_\_\_

I certify that the above information is correct and that if the entry is accepted, I will abide by the FEI Rules and Regulations and by the conditions of the Schedule of the Competition.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*(Athlete)*

**National Federation Approval:**

By signing the below, the NF of the athlete mentioned on this entry form confirms that the athlete and the horse (s) are duly qualified as per attached qualification form or competent to compete (CCI\*, CIC\*, CCIO\*) for the event as per all applicable rules.

Name of NF: \_\_\_\_\_  
Signature of NF \_\_\_\_\_  
Representative: \_\_\_\_\_  
Stamp of the NF: \_\_\_\_\_

**2011 MINIMUM ELIGIBILITY REQUIREMENTS FOR ATHLETES AND HORSES**

***This form must be completed and returned with Entry Form for all competitions above 1 star level***

**HORSE Name..... FEI Registration No .....**

Minimum Eligibility Requirements as specified under Art 506.2

Type of Event	Level	Name of event	Date	Athlete	Dressage %	XC Time Pen.	XC Jump Pen.	SJ Jumping Pen.	Final Placing

**ATHLETE Name ..... FEI Registration No .....**

*(need only be completed if different to Horse qualification above)*

Minimum Eligibility Requirements as specified under Art 506.2

Type Event	Level	Name of event	Date	Horse	Dressage %	XC Time Pen.	XC Jump Pen.	SJ Jumping Pen.	Final Placing

Signature: Athlete  
(Signed) -----

NF  
(Signed) -----

Annex: **Entry Details** (specific to each Event and individual Events may add their own items)

**Recommended Entry Details**

- Options:
- Method of Payment
  - Stabling requirements
  - Arrival and departure dates/times
  - Bedding
  - Forage
  - Horsebox electrical connection
  - Accommodation for athletes, grooms, owners
  - Eligibility for special prizes

Contact Telephone Numbers:

- Next of kin
- Groom / Athlete (night time)

**OWNER(S)** (As recorded in the FEI Passport)

1. Full Name: \_\_\_\_\_ Mr/Mrs/Miss/\*Company  
Address: \_\_\_\_\_

Country: \_\_\_\_\_ Post/Zip Code: \_\_\_\_\_  
Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
Mobile No: \_\_\_\_\_ Email Address: \_\_\_\_\_

\*Company contact name: \_\_\_\_\_

2. Full Name: \_\_\_\_\_ Mr/Mrs/Miss/Company  
Address: \_\_\_\_\_

Country: \_\_\_\_\_ Post/Zip Code: \_\_\_\_\_  
Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
Mobile No: \_\_\_\_\_ Email Address: \_\_\_\_\_

\*Company contact name: \_\_\_\_\_

**HORSE:**

Name: \_\_\_\_\_  
FEI REG / FEI Pass.No: \_\_\_\_\_ Dam: \_\_\_\_\_  
Year of Birth: \_\_\_\_\_ Breed: \_\_\_\_\_  
Sex: \_\_\_\_\_ Height: \_\_\_\_\_  
Colour: \_\_\_\_\_ Stud Book No: \_\_\_\_\_  
Sire: \_\_\_\_\_ Country of Birth: \_\_\_\_\_ :

**COMMENTARY NOTES**

Horse: \_\_\_\_\_  
Athlete: \_\_\_\_\_ XC Colours: \_\_\_\_\_  
Marital Status: \_\_\_\_\_ Maiden Name: \_\_\_\_\_  
Partner's Name \_\_\_\_\_ Occupation: \_\_\_\_\_  
Previous Competitor at  
Event: \_\_\_\_\_  
Name of Trainer: \_\_\_\_\_  
Owner's Details: \_\_\_\_\_

Athlete's Equestrian History, i.e. important past successes:

Horse's Previous Form, e.g Three Day Events (CCI), Championship, CICs etc:



## II. Results requirements

**Results must be sent to the FEI a maximum of 4 days after the event is finished (FEI Rules for Eventing Art.509). It is essential that the order and format of the file(s) available on FEI.org is respected and that the results contain correct and complete rider/horse names and FEI ID numbers in order for the system to recognize the results and correctly calculate the results and MER's.**

**The FEI Excel results sheet and results descriptions can be downloaded using the below link:**

**<http://www.fei.org/disciplines/officials-organisers/organisers/eventing/results-forms>**

**The following information is mandatory for all CIC's and CCI's of all levels:**

Position (rank)

PositionStatus = Result, Eliminated, Withdrawn, Retired, Disqualified

Competitor FEI ID

Competitor First Name

Competitor Family Name

Competing For (nation)

Horse FEI ID

Horse Complete Name

Prize (if applicable)

Prize Currency (if applicable)

Dressage Penalty (penalty points and positive values only)

Cross Country Obstacle Penalty (penalty points and positive values only)

Cross Country Time Penalty (penalty points and positive values only)

Jumping Obstacle Penalty (penalty points and positive values only)

Jumping Time Penalty (penalty points and positive values only)

Total Penalty (penalty points and positive values only)

# **I. STABLE SECURITY/STEWARDSING AT INTERNATIONAL EVENTS**

## **Minimum requirements to ensure implementation of Veterinary Regulations, Art.1005.2 – SEE ALSO ANNEX 13 EVENTING RULES**

### **1. ACCESS TO STABLE AREA**

For an optimal stable security, the stables must be completely enclosed within a suitably restrictive perimeter (stable area) which will act both as a deterrent to the admission of unauthorised persons and to the exit of horses. The area must be sufficiently large to allow horses to be evacuated from the stables in an emergency but still remain within the confines of the perimeter. However, several disciplines allow in specific situations a lower level of stable security (see discipline rules).

Whenever possible the stable area must include only stables; lorries, caravans, etc., should not be permitted within the area unless specifically needed as accommodation for horses and/or grooms.

Access to stables must be limited to those persons indicated in VRs Art. 1005.2.5.3. It is essential that the official issuing authorised access be a responsible person of seniority within the OC.

### **2. CONTROL OF ACCESS**

A control system must operate at all entrance gates so that there is an efficient and reliable method of identifying those who enter and leave the stable area at any time.

Extra vigilance must be used in establishing the identity of persons and reasons for entering the stables during the night.

### **3. STEWARDSING OF STABLE AREA**

At least one stable steward, directly responsible to the Chief Steward, must be present or readily available in the vicinity of the stable area 24 hours a day during the entire duration of the event. He may be assisted by deputies as required. The steward/deputies must regularly patrol the stable area, without establishing any predetermined pattern, to discourage any form of illegal practices or abuses to horses. Any misdemeanours must be reported immediately to the stable steward who must, in turn, report to the Chief Steward.

The duty of the stewards is therefore to safeguard the welfare of the horses and to prevent any form of illegal practices.

### **4. GROOMS**

It is appreciated that grooms wish to remain with their horses during the night. Only grooms duly registered with the OC are permitted to do so.

The Person Responsible must ensure that his/her grooms, or any other authorised persons with access to his/her horses, are familiar with the security and stewarding procedures operating at the event attended.

### **5. MOVEMENT THROUGHOUT EVENT GROUNDS**

Movement of horses between the stables, practice, grazing and main arena must be strictly controlled. The optimum layout for Jumping and Dressage disciplines is attached. It is appreciated that flexibility will be required depending on the requirements of other disciplines.

### **6. STEWARDSING OF PRACTICE ARENA**

The Chief Steward must ensure that all practice arenas are adequately stewarded all the time that they are officially open. He must also ensure that these arenas are subject to random control when they are officially closed.

### **7. GRAZING AREA**

It is recommended that a grazing area be provided at all outdoor events, and that this be subject to random control. If available, horses must only be grazed or walked in hand within this area.

The Foreign Judge/TD at events will be specifically asked to check that the relevant requirements are met as reasonably as can be expected, depending on the discipline, and to indicate clearly any shortfalls, following which consideration may be given to altering the category of the event in future.

## IV. MCP FORM

### **ORDER FORM FOR FEI APPROVED SAMPLING KITS**

The MCP is effected in Groups I and II, by Testing Teams of veterinarians and technicians and by Laboratories all directly instructed by the FEI.

At international events outside the MCP area or at those which are covered by the MCP but at which sampling is required when the Testing Teams are not present, the Veterinary Commission/Delegate will operate in accordance with Vet. Regs Chapter VI.

To provide for this eventuality, FEI Approved Sampling Kits should be ordered directly on the form provided, from:

Horseracing Forensic Laboratories (H.F.L) Sport Science  
Dr. Steve Maynard  
Quotient Bioresearch Limited Newmarket Road Fordham  
Cambridgeshire CB7 5WW  
Tel: +44 (0) 1638 724 229  
Fax: +44 (0) 1638 724 221  
Email: [SMaynard@hfl.co.uk](mailto:SMaynard@hfl.co.uk)

**Orders must be received at least two months in advance of the date required.**

Any kits ordered, other than by FEI appointed MCP Testing Veterinarians, will be invoiced directly by H.F.L.

NFs are encouraged to stock an adequate number of sampling kits for use by organisers of international events.

**FEI MEDICATION CONTROL PROGRAMME  
EQUIPMENT ORDER FORM**

TO: Horseracing Forensic Laboratories (H.F.L) Sport Science  
Dr. Steve Maynard  
Quotient Bioresearch Limited Newmarket Road Fordham  
Cambridgeshire CB7 5WW  
Tel: +44 (0) 1638 724 229  
Fax: +44 (0) 1638 724 221  
Email: [SMaynard@hfl.co.uk](mailto:SMaynard@hfl.co.uk)

cc: FEDERATION EQUESTRE INTERNATIONALE  
Mrs Dominique Rochat, MCP Coordinator  
Administrator of Medication Control Program  
Avenue Rumine 37  
P.O. Box 157

FAX: 0041 21 310 47 60

**CH-1000 Lausanne 5**

FROM: Name \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_  
Country \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_

Please invoice the following order to FEI as above:

**FEI/LAB KITS**

1 kit per horse to be sampled  
(including syringes, needles, etc...)

indicate number required  
.....

Date:..... Signature: .....

**Please allow 28 days for delivery**

## V. IAEJ Guidelines and Checklist for Media Operations at Equestrian Events

As for last year every international event, with the exception of Championship Team events, will need to appoint a 'Rider Co-Ordinator' for their event. This important initiative was proposed by the Professional Event Riders Association (PERA) and approved by the FEI Eventing Committee, and is intended to improve communication in general between riders and officials. It was felt the system worked very well in 2000.

The objective is to establish the Rider Co-Ordinators as the focus when serious concerns are expressed by riders. The idea is for the Co-Ordinator to meet with the Ground Jury and/or Technical Delegate everyday (starting on the first day of dressage) to discuss any rider concerns over fences, ground conditions, roping & course distance etc (this is particularly important at the start of events). The Rider Co-Ordinator will be chosen from a list of suitably qualified riders (were possible with Three & Four\* experience) and be entered to ride at the event.

In the past the channels of communication between riders and officials have not always been clear. It has been easy to be 'wise after the event', and hopefully this initiative will improve co-operation between all parties making it possible to be 'wise at the event', particularly for the welfare of the horses and safety of riders.

### CAVALIER COORDINATEUR LORS DE CCI/CIC

Comme pour l'année dernière, chaque concours international, à l'exception des Championnats par équipes, devra nommer un «cavalier coordinateur». Cette importante initiative fut proposée par l'Association des Cavaliers Professionnels de Concours Complet (PERA), et a reçu l'approbation de la Commission de Concours Complet de la FEI, dans le but d'améliorer la communication générale entre cavaliers et officiels. Le système semble avoir bien fonctionné en 2000.

Le principal objectif de ce cavalier coordinateur est de centraliser toutes les informations lorsque de sérieuses inquiétudes sont émises par les cavaliers. Il s'agit pour le cavalier coordinateur de rencontrer chaque jour (dès le premier jour de Dressage) le Jury de Terrain et/ou le Délégué Technique et de passer en revue chaque inquiétude émise par tout cavalier, que ce soit à propos des obstacles, des conditions du terrain, de la mise en place des cordes ou des distances à parcourir, etc... (ceci est particulièrement important avant le départ du concours).

Le cavalier coordinateur devra être choisi parmi une liste de cavaliers qualifiés (si possible au bénéfice d'une expérience de niveau Trois et Quatre\*) et dont le nom figure parmi les entrées audit concours.

Par le passé, les voies de communication entre cavaliers et officiels n'ont pas toujours été très claires. C'était facile d'être «sage après le concours», mais nous espérons que cette initiative permettra d'améliorer la coopération entre toutes les parties, rendant possible «la sagesse durant le concours», particulièrement pour le bien-être des chevaux et la sécurité des cavaliers.

**Press Service**

*The Press Service should be operating according to the size/significance of the event and not later than six months prior to the event.*

**Press Officer**

The Press Officer has a key role to play in the organisation of an event. He / she has a good knowledge and understanding of horsesport and media operations in general. He / she is in charge of the press office and has clear recognition within the Organising Committee by being part of the core team.

The main role of the Press Officer and his/her staff is to ensure the smooth running of the press office and related services and provide information, before, during and after the event in a proactive way. An active media information policy, where news is spontaneously and systematically offered, is the best service that can be offered to the media.

Supporting staff: depending on the number of accredited journalists, sufficient additional staff should be available (e.g. to ensure that the necessary copies of results and starting lists are made, the working space is tidy and clean, to accompany journalists to the media stands if needed, etc.)

**Accreditation**

All members of the media should be clearly identified; therefore a proper accreditation system needs to be put in place.

The accreditation process shall start six months prior to the event and all media shall be accredited before the event starts. This will allow the Press Officer to determine the size of the Press Centre and prepare adequate facilities. The Press Officer needs to pay full attention on the acceptance of accreditation requests and only grant accreditation to professional members of the media.

At any event, regardless the level of importance, press accreditation shall give access to the following areas: press centre; press stand; training areas; catering areas (including non-public catering services, when applicable); mixed zone or Competitors stand

In accordance with FEI Regulations, press accreditations do not give access to the stabling area. Generally press accreditation does not give access to the field of play, with the exception of accredited photographers wearing special identification (bibs, armllets), or when special activities for the media are organised, such as course walks.

**Press Conferences**

A press conference shall be organised when there is a need for it and important news needs to be communicated to the media. If the news does not require direct interaction between the organisation and the media, there is no need of a press conference. The subject and main points on the agenda of the press conference, as well as the main speakers shall be communicated to the media in advance.

**Running order**

The Press Officer shall conduct the press conference according to the following basic running order:

- Presentation of the table
- Announcement of results of the competition (top of the leader board), and updated standings if the competition is part of a series
- Short comment on the competition (number of starters, number of spectators, any relevant information).
- Press Officer asks the first open question to the interviewed person ("how do you feel," what is your opinion on," etc.)
- Q&A (Q&A shall be controlled by the Press Officer, who shall invite one media representative at a time.)
- Thank the guests on stage and to the audience, misc. announcement (programme of the next day, etc.)

## Facilities

### *Press Centre*

A standard press centre is composed of the following areas:

- **Public areas:** welcome desk; safe/storage area; press working area; photo working area; an information area (pigeon holes/trays with starting lists, results etc.); press conference area;
- **Private areas:** press officer's office; photo manager's office; webmaster's office; editorial staff working space;

### Work stations

The working space shall be minimum 1 metre per person, one electrical plug per position. Photographers need a working space, preferably in a dedicated area.

### Telecommunication system

In case a payphone system is installed detailed invoices shall be made available. Phone calls can either be free of charge or charged to the user, but rates shall not be overtaxed and communicated in advance to the accredited media. Free of charge wireless capability is preferred.

### *Press Conference Room*

According to the importance of the event and the press attendance, the press conference shall be held either as a formal conference with a moderator, or as an informal briefing between the interviews and the press.

A press conference room is most of the time arranged in theatre style, with a podium for the speakers. The number of seats shall be relative to the number of accredited press (approx. 1 seat every 5 accredited press).

Podium: essential: tables, chairs, water / preferable: tablecloth, name plates, backdrop, decoration.

Audio: speakers, microphones, audio outputs for TV and radio

TV: platform at least 30 cm high, 1 metre wide, positioned opposite the stage at the end of the room

### *Press Stand*

The press needs adequate space to watch and follow the competitions and take notes for their reports.

The press tribune shall be clearly identified and only accessible to accredited media and authorised personnel. A member of the press staff should be assigned to service this area.

Essential: reserved tribune; good view on the field of play; separate area from the public, not far from the mixed zone; entrance control, security. Preferable: tabled seats; electrical outlets; telephone/modem connection; monitors.

### *Press Parking*

Parking should include a reserved area for the accredited press located at a reasonable distance from the showground and press centre.

## PRESS INFORMATION

*A constant flow of information regarding the event should be provided to the press before and during the event. According to the press mailing list, press releases and/or newsletters should be circulated via e-mail and the official website of the event. A press kit containing useful information such as programme of the show, entries, nationalities represented, prize money by class, history of the show, interview / presentation of key officials such as show president, show director, course designer, famous riders, side events such as charity actions, list of sponsors should be sent two months before the event. During the event, information should be provided through the distribution of: press releases, newsletters, flash quotes, press conferences. All information produced on site shall be made available to the non-attending media via fax, e-mail and the website.*

Information should include:

Before the event: press kit; accreditation system; travel and accommodation details, car pass; timetable and general information about the event; list of participating nations/competitors; key contacts

During the event: biographies of the competitors; past winners of the event; venue: fact and figures; detailed schedule of the event, including press conferences and other activities for the press (guided course walks, stable visits, tours, forums, parties, etc.); sport description (for non-specialised media); starting lists; course plans; results; press releases.

Please note updated biographies of international competitors are available on the FEI website [www.horsesport.org](http://www.horsesport.org).

## PHOTOGRAPHERS

Photographers are key members of the media. Due to the nature of their activity, there are specific requirements which should be met to allow them to work effectively.

### **General requirements**

- Accredited photographers have priority in the allocation of lockers for storage of their equipment, as well as for parking spaces.
- A separate working area for photographers should be set up in the Press Centre
- It is important that a Photo Manager is appointed to liaise with photographers and ensure that all requirements are met.
- There shall be a dress code for photographers if the event is televised

### **Identification**

All accredited photographers must be provided with a special identification (armlet, bib). This identification is clearly different from other badges and must be communicated to security personnel and technical officials. Bibs are to be numbered and recipients registered. A cash deposit might be asked to ensure return of the bib at the end of the event.

### **Photo positions**

Positioning of the photographers during all phases of the event should be planned in advance by the Press Officer and the Photo Manager, and agreed with the technical officials. Position of TV cameras need to be taken into account while planning photographers' positions. TV has priority. Photo positions must be planned at a very early stage so that tickets are not sold to seats just behind the area. Photo positions might be either a defined area next to the competition arena, or a smaller clearly marked and roped-off zone with controlled access in the field of play. In the event of a lack of space either around the arena or inside, photographers should be allowed to shoot from the press stand.

**Jumping:** photo positions shall be organised inside the ring. Photographers should not leave the ring during the competition; they can however change position in between competitors. If there are too many accredited photographers, a rotation system will have to be arranged. The pockets should be placed so that riders can be photographed from the left and from the right. In addition, the photographers should have access to the arena at least at two of the four sides.

### **Lighting**

It should be noted that photographers need more light in an indoor arena than what is required by TV (1000 lux). Photographers need 1200 lux in order to deliver optimal quality pictures.



**CRISIS MANAGEMENT**

There are four basic types of crisis that can occur during an equestrian competition. They are:

1. Competition related problem. i.e. major horse/rider/spectator accident
2. Veterinary / judicial related problem. i.e. abuse
3. Discipline related problem i.e. competition rules or conditions
4. General organisational problem. i.e. transport, access, electrical breakdown etc.

The Press Officer should always be involved in the crisis management team. The persons within the Organising Committee who are authorised to comment on the incident/accident shall be clearly identified and a detailed plan of action should be agreed in advance.

A press statement shall be transmitted to the press as soon as the exact circumstances and plan of action have been decided. In the meanwhile, the Press Officer shall be in charge of the initial response or holding statement to the press:

*"The organisers are investigating the facts surrounding the incident. As soon as these are available, a full statement will be issued and a press conference held."*

Replies, either written or verbal, should be brief, calm, objective, clear and factual.

The complete document of the FEI Crisis Management Plan is available from the FEI.